

**MONTHLY PAYMENT PLAN
(Kindergarten through Grade 6)**

FACTS Management Company (FACTS) collects monthly tuition payments on behalf of St. James' School. FACTS collects automatic payments as authorized by parents from their bank accounts or charged to their American Express, Discover, or MasterCard account. **Please note: VISA does not participate in the FACTS program.** If you are paying by credit card, a convenience fee will be charged directly to your credit card by FACTS. Please contact FACTS at 1-800-624-7092 for more information regarding the fee. All automatic payments will occur on the 5th of each month.

FACTS and St. James' School never see your bank account and do not have direct access to it. The automatic payment process, which is strictly controlled by state and federal laws, is completely confidential.

FACTS charges a one-time service fee in the amount of **\$38 for the monthly plan.** This amount will be charged directly to your account by FACTS within 14 days after you sign up or re-enroll.

If your payment is returned for insufficient funds (NSF), FACTS will charge an NSF fee in the amount of \$25 directly to your account. Also, if applicable, St. James' School will assess a \$30 late fee.

Returning Families: Tuition and fee payments will be collected through FACTS as follows:

July 2010	Monthly Tuition	\$1,510	
	Bookkeeping Fee	\$ 43	
	<i>The Tuition Refund Plan</i>	\$ 250	(Fee is collected <u>in full</u> in July)
	<u>Total Due July</u>	<u>\$1,803</u>	
August 2010 - April 2011	Monthly Tuition	\$1,510	
	Bookkeeping Fee	\$ 43	
	<u>Total Due August-April</u>	<u>\$1,553</u>	

New Families: Tuition and fee payments will be collected through FACTS as follows:

July 2010	Monthly Tuition	\$1,510	
	Bookkeeping Fee	\$ 43	
	<i>The Tuition Refund Plan</i>	\$ 250	(Fee is collected <u>in full</u> in July)
	New Student Fee	\$ 147	
	<u>Total Due July</u>	<u>\$1,950</u>	
August 2010 - April 2011	Monthly Tuition	\$1,510	
	Bookkeeping Fee	\$ 43	
	New Student Fee	\$ 147	
	<u>Total Due August-April</u>	<u>\$1,700</u>	

**Information on how to sign up with FACTS Tuition Management
will be mailed to all families in Early April.**